

**ARIZONA DEPARTMENT OF EDUCATION**

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Superintendent of  
Public Instruction



STATE OF ARIZONA

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**SCHOOL FINANCE MEMORANDUM 99-030**

**TO:** Charter School Administrators and Attendance Officials  
**FROM:** Tom Lowe  
**DATE:** December 21, 1998  
**SUBJECT:** PRELIMINARY Period 1 (40th Day) Average Daily Membership Reports

Enclosed are **PRELIMINARY** Period 1 (40<sup>th</sup> Day) Average Daily Membership (ADM) Reports for your district/school. Please **CHECK** your reports to ensure that the data received and processed by the Arizona Department of Education as of the 18th of December is correct. Please understand that all the data you have submitted up to this time might not appear on these reports as a result of errors/problems that have not yet been resolved by your school or by the Department. Remember, Membership/Absence reporting is the responsibility of the Charter School and the January Payment will be made using your Report Period 1 (40<sup>th</sup> Day) ADM counts. ***If a report is not enclosed or it is incorrect contact me at 602-542-8244.***

If you need to make **changes/additions/deletions** to this current data, you must submit that information **by January 7, 1999**. This will give us time to process the new data and to correct any discrepancies in order to run the **Final** 40<sup>th</sup> Day ADM Reports **by the end of January**.

December 21, 1998

The following reports are enclosed:

**ADMS40-01 CURRENT/PRIOR RESIDENCE ADM AND ADA**

This report reflects Kindergarten (**KDG**) at full count **NOT 1/2**

Shows Average Daily Membership and Average Daily Attendance.

Shows absence percentage for each grade and district.

Compares current year to prior year ADM and percentage of change.

**ADMS40-02 RESIDENT AVERAGE DAY MEMBERSHIP RECAP**

This report reflects **summary** data from **Day 1** through **Day 40**.

Shows Kindergarten (**KDG**) at **1/2 count**.

Shows Adjusted ADM based on absence rate.

**ADMS46-1 RECALCULATED STATE AID ADM COUNTS**

This report reflects ADM for the 40<sup>th</sup> Day and will be used for the January payment

May show an adjusted

ADM depending on absence rate.

Show Kindergarten (**KDG**) **AT 1/2**

Show K-3 Group B Add-on Counts

**PLEASE REVIEW** these reports as soon as you receive them. Please call Tom Lowe at (602) 542-8244 if you have any questions or concerns.

**SUBJECT:**

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